

3.6 DELIVERABLES

The New Jersey Licensed Land Surveyor is responsible for submitting all deliverable work products on or before the date specified in a site-specific engagement to the Using Agency or to such other location or entity as may be specified in the site-specific RFP. As appropriate for the type of survey ordered, the deliverables shall include all of the following or such other items as may be directed in the site-specific RFP:

3.6.1 COPIES OF NOTIFICATIONS

Copies of all written notices that were originally prepared on company letterhead and sent to the administering division, property owners or designated representatives and occupants, if any, the municipal police department, adjacent property owners upon whose land it may have been necessary to enter to complete the survey:

3.6.1.1 DIVISION FAX NOTIFICATION - see Attachment 8 – Agency Fax Notification

3.6.1.2 PROPERTY OWNER NOTIFICATION – see Attachment 9 – Notification of Entry Letter

3.6.1.3 POLICE DEPARTMENT NOTIFICATION – see Attachment 9 – Notification of Entry Letter

3.6.1.4 ADJOINER NOTIFICATION – see Attachment 9 – Notification of Entry Letter

3.6.1.5 MISC. NOTIFICATION (UTILITY, ETC.) – see Attachment 9 – Notification of Entry Letter

3.6.2 COPIES OF WRITTEN CONSENT

Copies of any written consent obtained from adjacent property owners or the Using Agency to cut brush lines or large trees, if necessary.

3.6.2.1 ADJOINER CONSENT TO CUT BRUSH OR TREES

3.6.2.2 USING AGENCY CONSENT TO CUT TREES

3.6.3 TRAVERSE CLOSURE

A computer printout of the coordinate geometry COGO survey data files demonstrating that the mathematical survey expressions used to define the parcel as used on the plan and in the description of the property form a closed polygon and verify that the areas as stated are correct. The precision of the survey must be stated and the bearing and distance of the radial error of closure of the adjusted survey distance from the terminus of the final course to the point of beginning must be given.

Traverse closure routine print-outs are required for the perimeter of each surveyed area defined by lines of the survey as a check that the bearings and distances as shown on the survey form a closed traverse and the stated area is correct.

3.6.4 FULL-SIZE PAPER COPIES OF SURVEY PLAN

For each acquisition partner identified in the site-specific RFP, submit fifteen (15) signed, sealed, and dated paper copies of the survey plan depicting the results of the field and record investigation to the Using Agency, prior to the due date for the site-specific engagement. Prior to submittal, these plans shall be FOLDED to approximately 8 1 / 2 inches by 14 inches legal size with the title block or Legend of Acquisition facing up. NOTE: PLANS NOT BEARING ORIGINAL SIGNATURE OR NOT FOLDED PRIOR TO SUBMISSION ARE UNACCEPTABLE.

3.6.5 FULL-SIZE MYLAR SURVEY PLAN

For each acquisition partner identified in the site-specific RFP, submit one 1 full size original type mylar of the survey plan prior to the due date for the site-specific engagement. This plan shall be rolled and submitted to the Using Agency. Two (2) additional plans suitable for filing shall be presented to the County Clerk's Office on behalf of Using Agency.

3.6.6 METES AND BOUND DESCRIPTION AND REDUCED SURVEY PLAN

For each acquisition partner that is identified in the site-specific RFP, submit fifteen (15) original quality metes and bounds descriptions corresponding to and derived from the plan of survey. Each description shall be signed and sealed as prescribed.

Prior to submittal, there shall be stapled to the back of each description a photographically reduced copy of the survey plan, reproduced onto paper stock. This reduced plan must be a true reduction of the original plan as submitted and shall not be altered from the full sized plan to provide clarity of data. This reduced plan may be signed by the New Jersey Licensed Land Surveyor prior to reduction but shall not be sealed, to minimize further distortion when recording. The plan shall be attached by a single staple in the upper left-hand corner of the description packet with the title block of the reduced plan being located near the bottom when viewed in a portrait orientation.

3.6.7 DIGITAL FILES

Submit media storage devices, either HD 1.44 MB 3.5 inch floppy diskettes or standard 5.25 inch or Mini CD-R compact disks produced to be read by any CD-ROM. This media shall contain three (3) files that are not zipped or compressed in any way.

Label the diskettes or CDs with the name and File ID of the Property Owner, the Project Name and Number, Municipal Tax Block and Lot numbers, the Municipality and County, the Name of the Survey Firm, the Date of Survey, and Survey Reference Number.

3.6.7.1

One file shall be the exact text of each metes and bounds description prepared for the site-specific engagement. The format shall be MS Word 6.0 file in .doc format or other text file extension format that may be acceptable to the Using Agency.

3.6.7.2

One file shall be a digital file in AutoCad .dwg format containing the full survey drawing. This drawing must be created at its real New Jersey State Plane Coordinates NAD 1993 position and the view shall be unrotated from the coordinate system so that the NJSPCS NORTH points orthographically vertical in the screen.

3.6.7.3

One file shall be a .dxf format single layer digital drawing containing the closed line polygon of the perimeter survey lines and certain other lines that are internal to the survey. Specifically, internal lines shall include public road or other public right-of-way lines, survey exception area lines, new survey tract lines created by this survey, funding participation limit lines, internal navigable or tidal water edge or mean high water lines, survey tie lines, New Jersey Tidelands Claims lines, clouded title lines, overlapping deed lines from adjoining deeds, or limit lines of new conservation or public access easements being created by this project of the Using Agency.

This file shall not be a complete drawing file of the survey and shall contain no text. This file shall be created at its real New Jersey Plane Coordinates NAD 1983 position and the view shall be unrotated from the coordinate system so that the NJSPCS NORTH points orthographically vertical in the screen. The polygon shall be created from the coordinate geometry of its survey point of beginning through the final course of survey and terminus point.

To provide a uniform method of closure without degrading the quality of bearings used, enter the radial error of closure as a final closing arc between the survey point of beginning and the survey point of ending. Add this additional course by inverting from the point of ending to the point beginning as a final course.

3.6.8 SURVEYOR'S CERTIFICATION AND SUMMARY FORM

Submit the Surveyor's Certification and Summary Form that shall be completed by the surveyor where indicated, which shall be signed and sealed by the New Jersey Licensed Land Surveyor who prepared the survey, survey plan, and property descriptions.

SEE ATTACHMENT 12 – SURVEYOR'S CERTIFICATION AND SUMMARY FORM

3.6.9 CHECKLIST OF WORK COMPLETED, DETAIL SHEET AND TAX MAP

Submit one (1) checklist, signed by the New Jersey Licensed Land Surveyor who prepared the survey, survey plan, and property description(s) to assure that the specified items have been completed and that all deliverables are submitted. Attach a copy of the Detail Sheet and copy of tax map originally provided by the Using Agency when the site-specific engagement RFP was solicited.

SEE ATTACHMENT 13 – CHECKLIST OF WORK COMPLETED

3.6.10 FILE SURVEY PLAN ON BEHALF OF USING AGENCY

The New Jersey Licensed Land Surveyor, within 30 days of notification by Using Agency that the property has been acquired, shall present for recording, on behalf of the Using Agency, two original quality full size survey plans to the County Recording Officer for the County in which the parcel is located pursuant to the New Jersey Map Filing Law. A letter of confirmation from the surveyor shall serve as the deliverable in this regard. If the property has not been acquired by the Using Agency or the surveyor has not been notified to file within 12 months of the Notification of Engagement, the New Jersey Licensed Land Surveyor is released from this obligation without further notice.

3.6.11 OPTIONAL CORNER MARKER DESCRIPTION SHEETS

If specified by the Using Agency in a site-specific engagement RFP, the New Jersey Licensed Land Surveyor shall prepare a separate Corner Marker Description Sheet for each corner marker that has been set under the site-specific engagement award. The sheet shall include the corner number, character of mark, project information, seller information, location of mark, and information regarding the firm that set the marker. The sheet shall include a cap detail, a sketch showing proximity to field witness marks, and a photograph of the mark that views the south side of Using Agency.